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August 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-7

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Field Operations

The Field Representatives of the Special Commodities Branch will be responsible for conducting all Branch activities in their respective areas. Their primary function will be to carry out special assignments at the request of the Branch Chief, the Division Chiefs and the Order Administrators. In addition, they will perform specific duties as outlined hereinafter.

The delegation of functions and the general procedures with respect to field operations are as follows:

PART I - THE WASHINGTON OFFICE

A. The Operational Planning and Services Division shall coordinate and supervise all field activities. It will:

- (1) issue procedural instructions to the field.
- (2) review and coordinate all operating instructions from the commodity divisions to the field.
- (3) receive and review all communications from the field.

B. The Commodity Divisions

In accordance with Director's Memorandum No. 2, Supplement 38, each Commodity Division Chief shall be responsible for determining which functions of his Division can be decentralized effectively, and for assigning such functions to the field offices. The Division Chiefs and the Order Administrators are authorized to issue instructions directly to the field representatives (Refer to SCB Memorandum No. A-4, Part I). In order that the field representatives may be prepared to carry out special assignments, the Divisions should furnish them with complete, up-to-date information on matters related to field functions. The Order Administrators shall see that they are furnished with copies of our Orders, Questions and Answers, Summaries, decisions on petitions and appeals, etc.

## PART II - FIELD REPRESENTATIVES

### A. General

The Field Representatives shall familiarize themselves with the processing, distribution and marketing conditions of the industries producing Special Commodities in their respective areas to the extent necessary to perform their assigned functions.

### B. Order Administration

The Field Representatives shall be familiar with the background, provisions, interpretations, etc., of all Food Orders administered by the Branch. In addition to carrying out special assignments from the Order Administrators, the Field Representatives shall give information and assistance to the industries affected by our Food Orders and shall report any apparent violations of our Orders to the local Compliance Officer.

### C. Industry Assistance

The Field Office is the local point of contact between the Branch and the industries producing Special Commodities. Whenever possible, the Field Representative will handle inquiries and assist the industry in solving its problems. However, problems connected with lack of processing facilities, transportation, etc., should be referred to the Washington office, and labor and manpower problems should be referred to the local Area Production Urgency and Manpower Priorities Committees.

### D. Liaison

The Field Office will act as Branch Liaison Representative with other local, state and federal agencies, and in this capacity will keep the Washington Office advised of all developments of interest and of any activities in which we can assist those agencies.

### E. Reports

#### 1. Weekly Report of Current Activities

The Field Representative shall submit a weekly report, summarizing current activities of general interest to the Washington Office. The report shall be addressed to the Chief, Operational Planning and Services Division; and a copy should be prepared for the Regional Director.

#### 2. Itinerary Report

In order that assignments from the Washington Office may be made to coincide with his travel schedule, the Field Representative will submit a weekly or bi-weekly (as requested) itinerary report.

3. Compliance Reports

Reports on apparent violations of Food Orders will be prepared in quintuplicate on Form 355 and distributed as follows:

Original and 2 copies - Local Compliance Officer

One copy - Chief, Operational Planning and Services  
Division

One copy - files

4. Reports on Special Assignments

The nature of the reports on special assignments will be determined by the Division making the assignment.

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